Recurring Payment - Create

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/13/04	Ligaya West	Updates & edits
1/18/2007	Kelly Welsh	Updates & edits

Test Info

Successor Transactions

Test History

Update the following table as necessary when this procedure is tested:

Date	Tester	Pass/Fail	Notes

Test Scenarios

Use the following scenarios to test this transaction:

Scenario ##				
Description	**Test Condition DescriptionTitle**	**Input Data**	**Expected Results**	**Output Data**
	Create a recurring payment for an allowance		Payment occurs in accordance with entries in IT0014 and WT definition	

Test Execution

The following tables summarize the test results for each scenario:

Purpose

Use this procedure to create a recurring payment.

Trigger

Perform this procedure when an employee is to receive a payment each pay period.

Prerequisites

- Must be an active monthly or hourly employee.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Date	Notes
1/19/2007	Edits

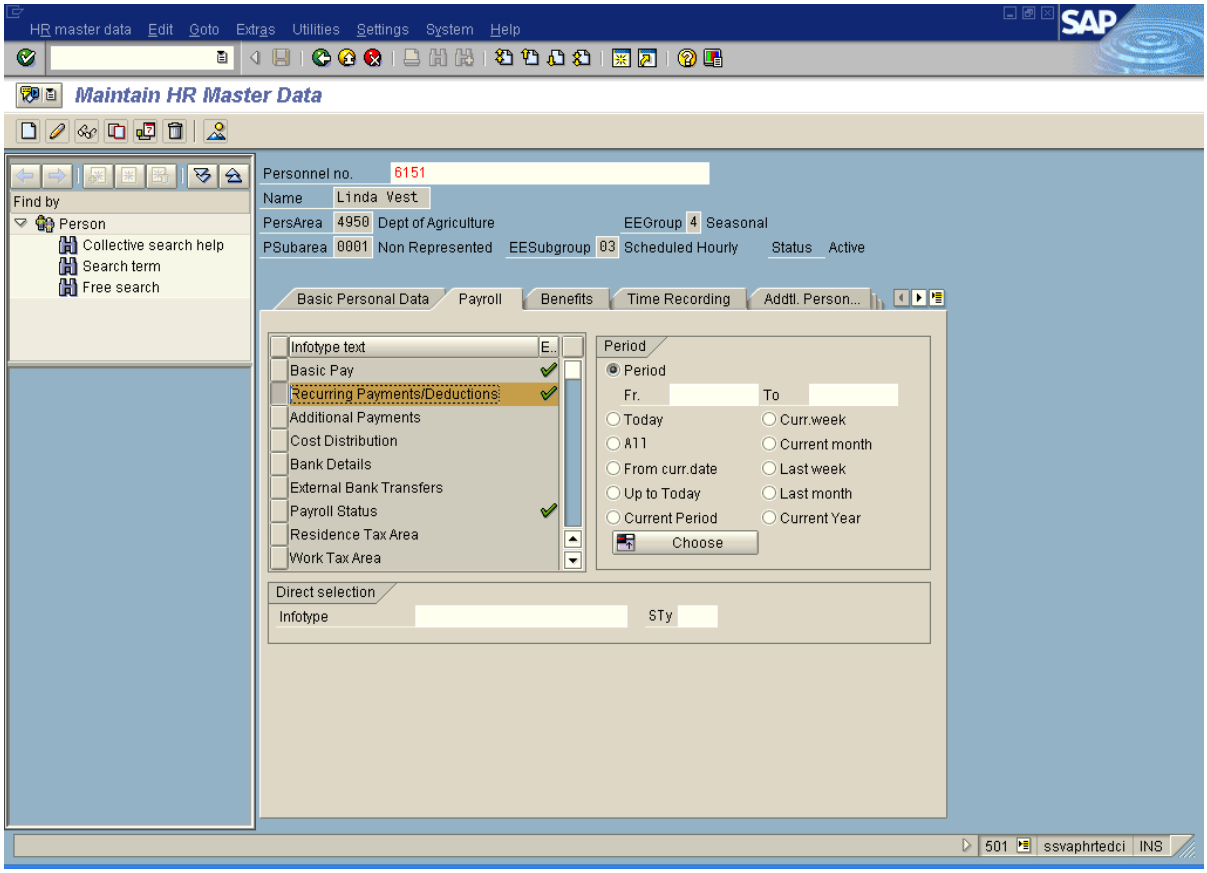
Helpful Hints

None

Procedure

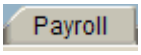
1. You have started the transaction using the menu path or transaction code **PA30**.

Maintain HR Master Data



2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	An employee's unique identifying number. **Example:** 200000120

3. Click 

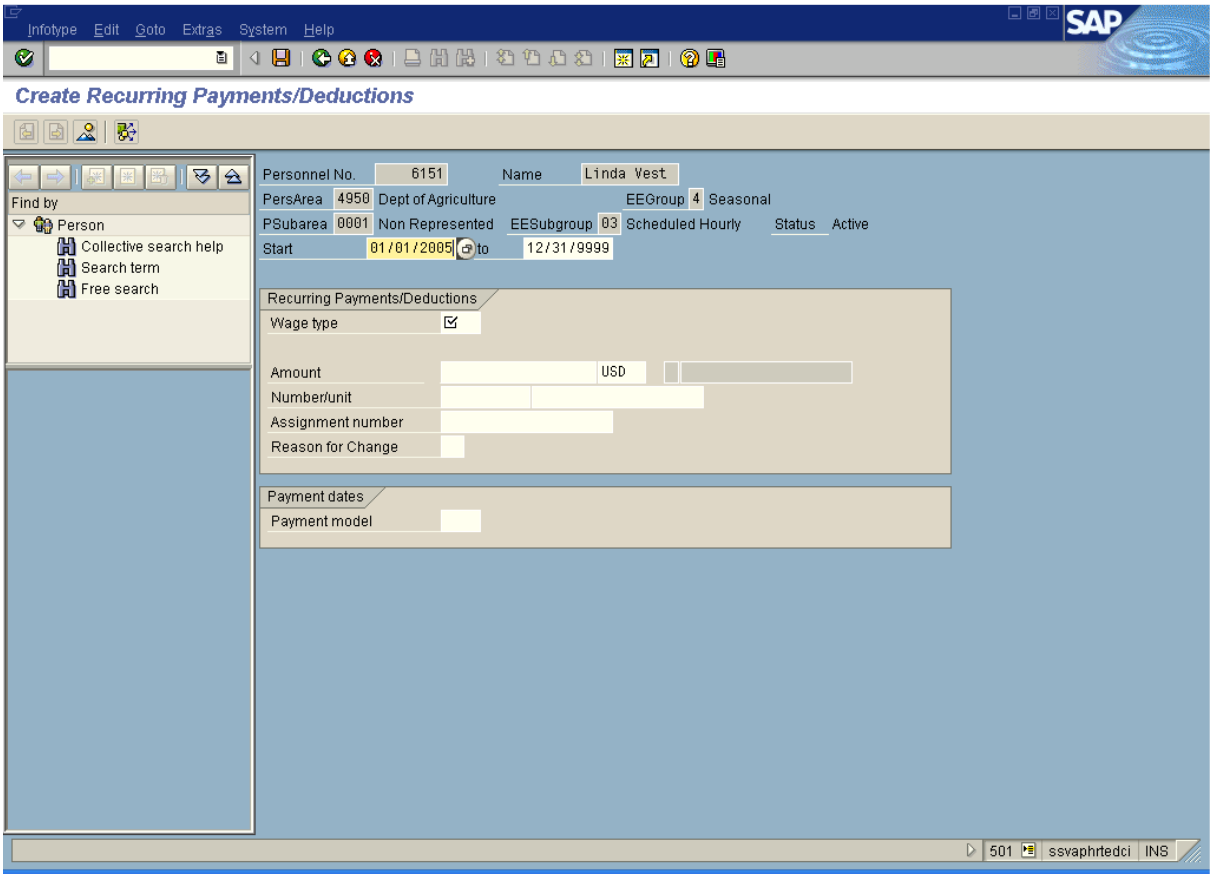
tab.

4. Click

.

5. Click (Create) to create a new record.

Create Recurring Payments/Deductions

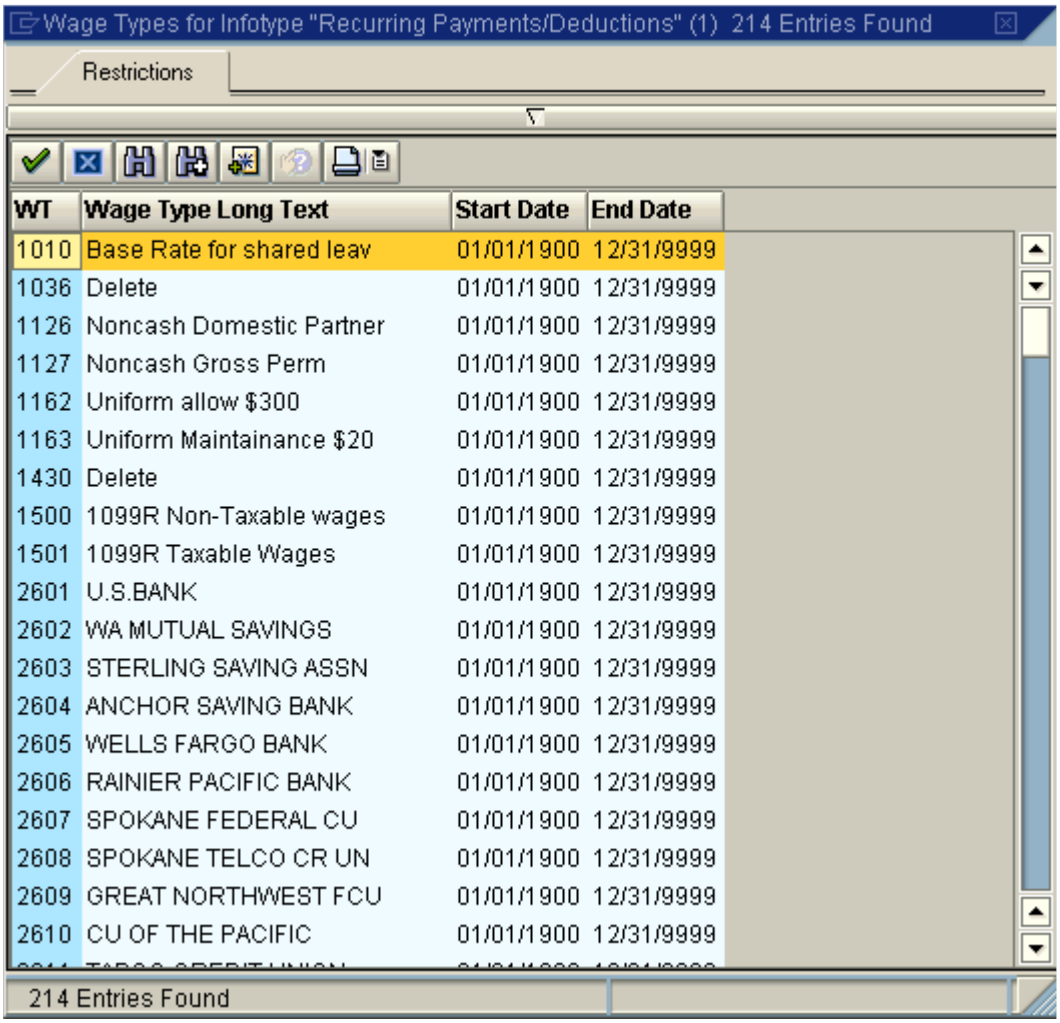


6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. **Example:** 01/01/2005 :

7. Click (Matchcode) to open the selection window.

Wage Types for Infotype "Recurring Payments/Deductions" (1) 211 Entries Found

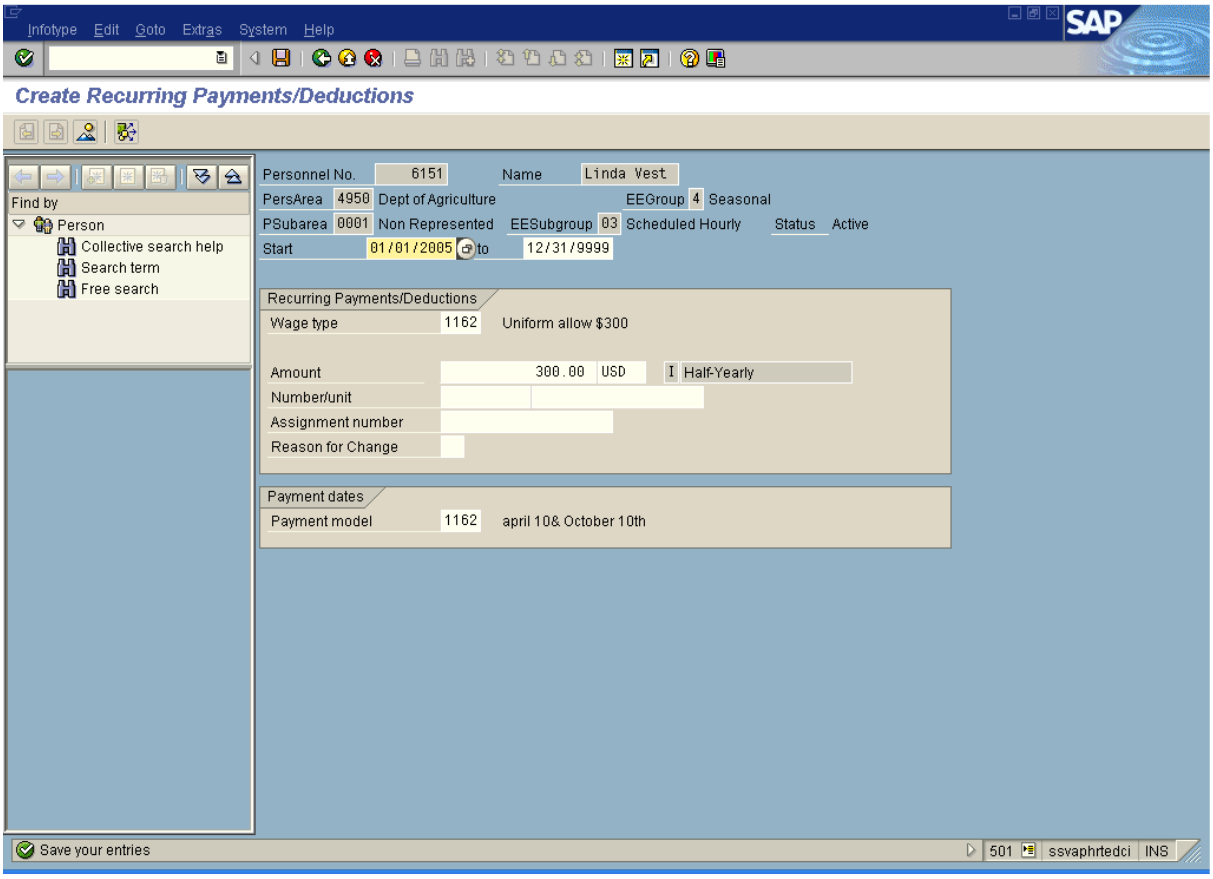


WT	Wage Type Long Text	Start Date	End Date
1010	Base Rate for shared leav	01/01/1900	12/31/9999
1036	Delete	01/01/1900	12/31/9999
1126	Noncash Domestic Partner	01/01/1900	12/31/9999
1127	Noncash Gross Perm	01/01/1900	12/31/9999
1162	Uniform allow $300	01/01/1900	12/31/9999
1163	Uniform Maintainance $20	01/01/1900	12/31/9999
1430	Delete	01/01/1900	12/31/9999
1500	1099R Non-Taxable wages	01/01/1900	12/31/9999
1501	1099R Taxable Wages	01/01/1900	12/31/9999
2601	U.S.BANK	01/01/1900	12/31/9999
2602	WA MUTUAL SAVINGS	01/01/1900	12/31/9999
2603	STERLING SAVING ASSN	01/01/1900	12/31/9999
2604	ANCHOR SAVING BANK	01/01/1900	12/31/9999
2605	WELLS FARGO BANK	01/01/1900	12/31/9999
2606	RAINIER PACIFIC BANK	01/01/1900	12/31/9999
2607	SPOKANE FEDERAL CU	01/01/1900	12/31/9999
2608	SPOKANE TELCO CR UN	01/01/1900	12/31/9999
2609	GREAT NORTHWEST FCU	01/01/1900	12/31/9999
2610	CU OF THE PACIFIC	01/01/1900	12/31/9999

8. Click the appropriate wage type.

9. Click .(Copy) to accept.

Create Recurring Payments/Deductions



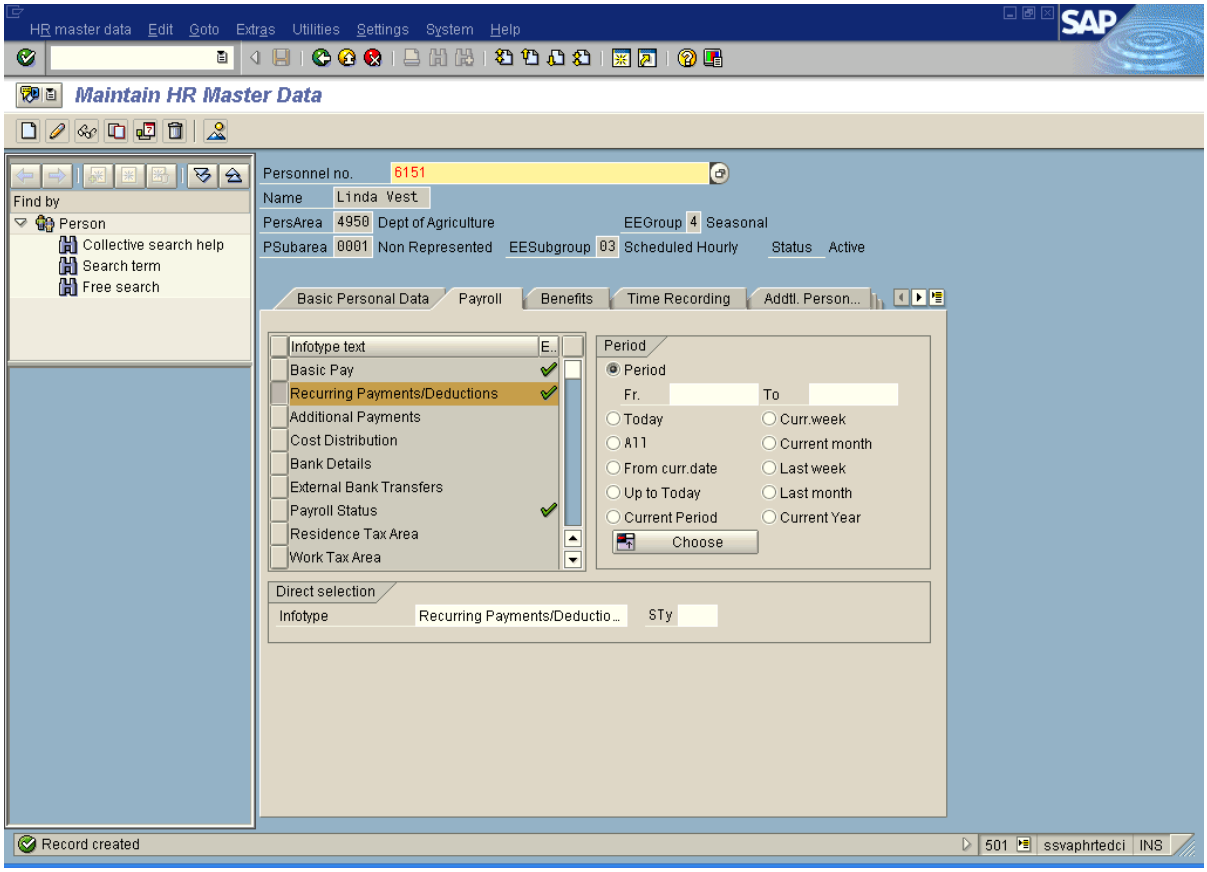
10. As required, complete/review the following fields:

Field Name	R/O/C	Description
Amount	C	It is the total dollar value of a wage type. Depending on the wage type selected, the amount may default in the field. **Example:** 300.00
Payment model	C	This is a pre-defined schedule for taking a deduction or making a payment, such as monthly, semi-monthly, etc. The payment model is determined by the wage type. If there is another frequency desired other than the one attached to the wage type, select the appropriate one using the matchcode. **Example:** April 10 & October 10th or 1162

11. Click (Enter) to validate information.

12. Click (Save) to save..

Maintain HR Master Data



The system displays the message, "Record created".

13. You have completed this transaction.

Result

You have a new recurring payment has been created.

Comments